

STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

INVITES APPLICATIONS FOR TWO EXEMPT

ASSOCIATE DIRECTOR POSITIONS

Associate Director, General Population (Level III/IV) Institutions

**Associate Director, General Population (Level II/III), Camps, &
Community Correctional Facilities (Male Only)**

**DIVISION OF ADULT INSTITUTIONS
CALIFORNIA DEPARTMENT OF
CORRECTIONS AND REHABILITATION**

MONTHLY SALARY

\$11,043

FINAL FILING DATE:

October 15, 2007

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

The California Department of Corrections and Rehabilitation (CDCR) seeks two highly skilled leaders to serve as Associate Directors to lead in this major correctional reform in California. The Associate Director positions are located within the Division of Adult Institutions. Under the administrative direction of the Director, Division of Adult Institutions, the Associate Director is responsible for providing managerial direction, evaluation, and coordination for one of five mission-based areas; providing managerial direction, evaluation, and coordination to the various Wardens assigned to the mission area of responsibility. The Associate Director will direct and advise Wardens on matters related to all phases of the operation at existing institutions and new facilities as construction is completed. The positions are responsible for the revision, and/or development of policies and procedures regulating the operation of institutions under his/her guidance; coordinating the application of existing and new policies with their counterpart Associate Directors to ensure uniformity and standardization, and instruction to the Wardens, as appropriate. The incumbent will coordinate mission-based activities with their counterpart Associate Directors and other departmental and institutional management staff to ensure operational effectiveness and standardization. The Associate Director will ensure continuous alignment with the Departmental strategic objectives. The position will research, review, and recommend policy, statutory, and regulatory proposals, provide statewide leadership on statewide issues, and interact with the Office of Policy Analysis and Planning concerning policy development.

The Associate Directors will:

- Provide major policy recommendations on inmate gang violence, inmate gang member placements, staff safety, public safety, inmate segregation, reception center inmate overcrowding, and inmate gender best practices.
- Conduct periodic on-site visits to institutions to meet with each institution's management team to review and discuss issues related to:
Security issues, such as policies and procedures on the use of force, shooting policies and training, primary and secondary response, and post orders; housing policies, procedures and practices; effectiveness of overall operations to ensure all areas are working together to provide a safe and secure operation that is aligned with the strategic objectives of the Department; labor relations issues, equal employment opportunity issues and sensitive adverse action cases; litigation, both existing and new/potential, to ensure a cooperative and successful relationship with court monitors and other outside entities involved in the operation of the programs in the mission based areas of responsibility; institution tours with the Warden to meet with supervisory and line staff in the program.
- Perform an immediate review of major emergency incidents (inmate riots, staff assaults, escapes, etc.) and provide administrative direction, advice, and consultation to Wardens on matters related to the program mission, and keeping executive staff informed of the situation; provide supervision and advice to Wardens related to various operations of the mission based institutions; manage and supervise staff assigned to the Associate Director's Office.
- Collaborate with staff in the assigned Associate Director's Office to provide input to the Department for the development of evidence-based program performance metrics and evaluations, and review and utilize data from these sources to enable evidence-based decision-making and policy recommendations to the Department.

- Maintain constant communication with other Associate Directors and departmental staff to meet the needs of the mission based institutions and to facilitate knowledge of overall Department Operations and ensure alignment with strategic objectives.
- Review resource allotments and expenditures, including trends and events; initiate changes that will address efficient use of resources and ensure program effectiveness.
- Conduct periodic meetings with Wardens to discuss operational issues and review policies/procedures and required performance measures; and attend compliance review exit interviews of each assigned institution to obtain feedback on findings of the audit team and to ensure corrective action plans are written and compliance is met.
- Participate on various committees and panels as chair or member. This would include advisory groups, interview panels, and committees created to address specific issues related to the assigned mission or departmental operations.

MINIMUM QUALIFICATIONS

- Extensive experience in public administration, personnel management, and leadership
- Experience communicating effectively both orally and in writing
- Management experience in adult institution operations
- Experience and knowledge in operation planning

ADDITIONAL QUALIFICATIONS

Candidate must have a thorough knowledge of adult correctional organizations, State government, and the issues currently faced by California corrections. Must be able to communicate ideas logically and clearly, both orally and in writing, and should be a leader and motivator, using tact and persuasiveness in achieving results. Also be able to analyze complex program issues or problems and develop recommendations to resolve the issues. Specific skills, abilities and characteristics include:

- Experience in administrative management, personnel management and leadership which demonstrates the ability to plan organize and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of selection, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing in and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes.
- Knowledge of federal, state and local laws and regulations, and experience in Strategic and Tactical Planning and the ability to develop and lead initiatives that advance the organization towards its mission and successfully managing associated transitions in the workplace with minimal disruptions; and manage

operations within budget and methods to increase/adjust appropriately, understand, manage and communicate financial information.

- Ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation/statute application/promulgation process, and work/develop positive cooperative relationships with a wide variety of customers and stakeholders.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, Executive Branch of Government, Court Monitors, Community Leaders, Advocate groups and Religious Organizations.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, sale of residence, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration. Qualifying criteria will be provided to all who are selected for interviews in their interview notice.

THE DEPARTMENT

The Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all applications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Associate Director is an "Exempt" position, therefore appointment to this position and salary are subject to Executive Approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Michelle Hagan, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108N Sacramento, California 95814 by October 15, 2007. For further information regarding this position, please contact Michelle Hagan at (916) 323-2122.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.governor.ca.gov or <http://appointments.ca.gov/en/form/index.php>